

How do I print my W-2 Form?

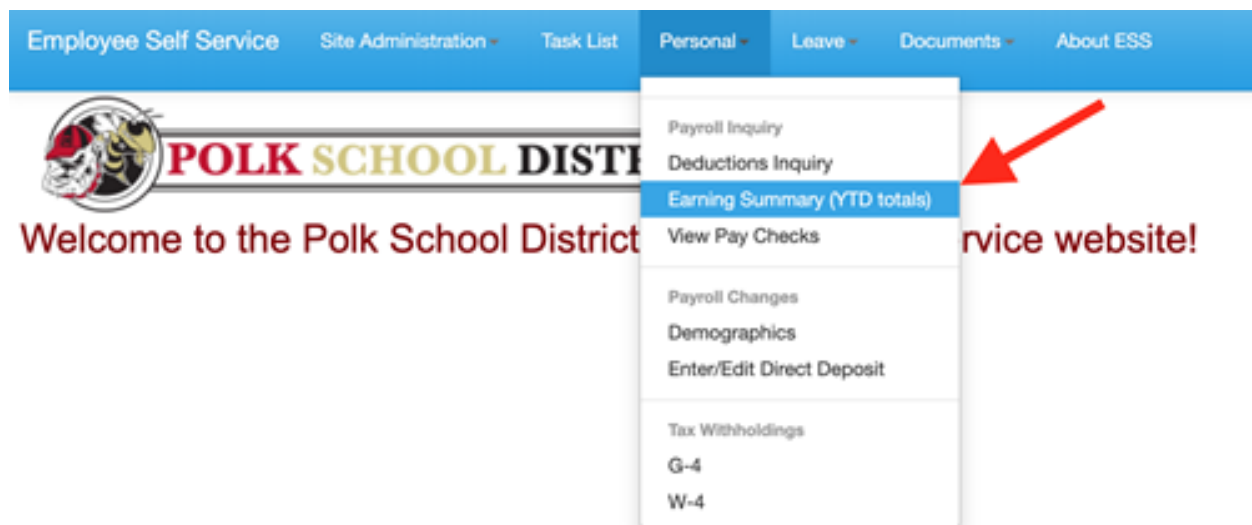
1. Sign into your Employee Self Service account

[Employee Self Service](#) website

If you have not registered for an account, please click on the tutorial below for registration information. Former employees will also have access for account registration.

[Employee Self Service Tutorial](#)

2. Once you have successfully registered for an account, please do the following:
On the Menu line, click on **Personal** and select **Earning Summary (YTD Totals)**



3. On the Earning Year line, click on the drop-down menu and select the W-2 year that you would like to view. Select **2020** for all earnings from 2020. You have access to W-2 forms from 2007 to present.



4. On the left, click on **View W2**

Earnings Summary

Back

Print

Earnings Year

2019

View W2

5. Click on the **Printer** icon on the top right. **MacBook users need to use Chrome.**

Document Viewer



[Backside of W-2 information](#)

If you have any questions, please contact Payroll at (770) 748-3821